

**WAIVER/REMISSION OF INDEBTEDNESS APPLICATION***(If more space is needed, continue on separate sheet(s). Identify each item by number.)**Form Approved  
OMB No. 0730-0009  
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The public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0730-0009), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO: Attn: DFAS-POCT/DE, DEFENSE FINANCE AND ACCOUNTING SERVICE - DENVER, 6760 E. IRVINGTON PL., DENVER, CO 80279-7300.**

**PRIVACY ACT STATEMENT****AUTHORITY:** E.O. 9397 (SSN).**PRINCIPAL PURPOSE:** To be used by civilian employees (current, former, or retired) and military members (active, separated, or retired) to request waiver of indebtedness collection for erroneous payments of salary or pay and allowances, and expense reimbursement or allowances for travel, transportation, and relocation; or in the case of enlisted members, remission of these debts.**ROUTINE USE(S):** In addition to those disclosures generally permitted under 5 U.S.C. Section 552a of the PA, this information may be disclosed to the Department of Justice or to commercial credit agencies, whenever a financial status report is requested by the Department of Defense (DoD) for use in administering the Federal Claims Collection Act. It may also be disclosed for any of the blanket routine uses as published in the Federal Register at the beginning of the DFAS compilation of PA system notices.**DISCLOSURE:** Disclosure is voluntary; however, failure to disclose the requested data, including your Social Security Number, may prevent consideration of the claim.**1. TYPE OF CLAIM** (*X one*) ☒ **WAIVER** ☐ **REMISSION**

Authority for granting waiver is 5 U.S.C. 5584, 10 U.S.C. 2774, or 32 U.S.C. 716. Authority for granting remission is 10 U.S.C. 4837, 10 U.S.C. 6161, or 10 U.S.C. 9837. **NOTE:** Remission generally for active duty enlisted only; see DoD FMR, Volume 7A, Chapter 50, for specifics on who may apply.

**SECTION I - CIVILIAN/MILITARY INFORMATION****2. NAME** (*Last, First, Middle Initial*)**3. RANK/GRADE****4. SOCIAL SECURITY NUMBER****5. AGENCY/SERVICE**☐ **ARMY** ☐ **OTHER** (*Specify*)☐ **NAVY**☐ **AIR FORCE**☐ **MARINE CORPS****6. STATUS** (*Provide date (YYYYMMDD) for end of enlistment period (EOE), retirement (DOR), separation (DOS), or service computation date (SCD), as appropriate.*)☐ **ACTIVE**

EOE: \_\_\_\_\_

☐ **SEPARATED**

DOS: \_\_\_\_\_

☐ **GUARD/RESERVE**

EOE: \_\_\_\_\_

☐ **DOD CIVILIAN**

SCD: \_\_\_\_\_

☐ **RETIRED**

DOR: \_\_\_\_\_

**7. CURRENT COMPLETE MAILING ADDRESS** (*Street, City, State, ZIP Code*)**8. PLACE OF ASSIGNMENT OR EMPLOYMENT****9. TELEPHONE** (*Include DSN or area code*)**a. WORK****b. HOME****c. E-MAIL ADDRESS:****10. TYPE OF DEBT OR PAY AND ALLOWANCE ERRONEOUSLY PAID****11. GROSS DEBT AMOUNT****12. STATE THE DATE AND HOW YOU FIRST BECAME AWARE OF DEBT OR ERRONEOUS PAYMENT.** (*Attach notification, if available.*)**13. IF YOU WERE AWARE OF DEBT OR ERRONEOUS PAYMENT, EXPLAIN THE ACTIONS YOU TOOK TO CORRECT SITUATION.****14. REASON FOR REQUESTING WAIVER/REMISSION AND WHY YOU FEEL IT SHOULD BE APPROVED** (*Financial hardship applies ONLY to REMISSION and if claimed, a financial statement must be attached.*)**15. DID YOU RECEIVE AND REVIEW YOUR LEAVE AND EARNINGS STATEMENT(S) OR DID YOU REQUEST THEM ON EMSS?**☐ **YES** (*Attach one LES each for before, during, and after the debt period involved.*) ☐ **NO** (*Explain*)**16. ATTACH COPIES OF ALL PERTINENT DOCUMENTS** (*Such as Request for BAH, Statement of Service, Separation Worksheet, DD Form 214, Travel Voucher, Notification of Personnel Action.*) (*If not available, please explain.*)**17. HAVE YOU FILED FOR A CORRECTION OF MILITARY RECORDS?**☐ **YES**☐ **NO****18. I certify the above statements are true and correct to the best of my knowledge. The information presented may be referred to the appropriate investigating office for verification. I understand the penalty for a false claim is a maximum fine of \$10,000 or a maximum imprisonment of 5 years, or both.****a. SIGNATURE****b. JOB TITLE/CAREER FIELD****c. DATE SIGNED**

<b>19. COMMANDER'S ENDORSEMENT</b> <i>(Required for Navy active duty and reserves, others optional. Use separate sheet of paper if needed.)</i>					
<b>20. RECOMMENDATION:</b>		<input type="checkbox"/> <b>APPROVE</b>	<input type="checkbox"/> <b>PARTIAL \$</b>	<input type="checkbox"/> <b>DENY</b>	<b>RECOMMEND COLLECTION RATE \$</b>
<b>21a. COMMANDER'S SIGNATURE</b>				<b>b. DATE SIGNED</b>	
<b>SECTION II - REPORT OF INVESTIGATION</b> <i>To be completed and signed by appropriate payroll/travel office. (Not applicable for out-of-service military members.)</i>					
<b>22. INFORMATION ON DEBT OR ERRONEOUS PAYMENT(S)</b>					
<b>a. GROSS DEBT AMOUNT</b>		<b>b. TYPE(S) OF PAYMENT(S)</b>		<b>c. DATE(S) OF PAYMENT(S)</b>	
<b>d. (X and complete as applicable)</b>				<b>YES</b>	<b>NO</b>
<b>(1) HAS THE DEBT BEEN VALIDATED?</b>				<input type="checkbox"/>	<input type="checkbox"/>
<b>(2) HAS THE DEBT BEEN POSTED TO THE DEBTOR'S RECORDS?</b>				<input type="checkbox"/>	<input type="checkbox"/>
<b>(3) REMISSION: HAS THE COLLECTION ACTION BEEN SUSPENDED?</b>				<input type="checkbox"/>	<input type="checkbox"/>
<b>(4) WAIVER: HAS FINANCE OFFICE SUSPENDED COLLECTION IAW DODFMR, VOL. 5, CH. 31?</b>				<input type="checkbox"/>	<input type="checkbox"/>
<b>(5) DATE THE DEBT WAS DISCOVERED</b>				<b>(6) NAVY ONLY: AMOUNT UNCOLLECTED AS OF DATE OF THE COMMANDER'S SIGNATURE: \$</b>	
<b>23. A DEBT COMPUTATION MUST ACCOMPANY THIS APPLICATION.</b> It must include dates of erroneous payments, what was paid (broken down by entitlements), what should have been paid, and the difference. The total debt must equal the debt posted to the debtor's record. Indicate any entitlements or credits used to offset the debt. <b>This application will be returned without action unless the computation is included.</b>					
<b>a. ENTITLEMENT</b>	<b>b. DATE(S)</b>	<b>c. WAS PAID</b>	<b>d. SHOULD HAVE BEEN PAID</b>	<b>e. DIFFERENCE</b>	
<b>24. DETAILED STATEMENT OF HOW AND WHY ERROR OCCURRED.</b>					
<b>25. IS THERE ANY INDICATION OF FRAUD, MISREPRESENTATION, FAULT, OR LACK OF GOOD FAITH ON THE PART OF THE CLAIMANT?</b>					
<input type="checkbox"/> <b>YES (Explain)</b>				<input type="checkbox"/> <b>NO</b>	
<b>26. STATEMENT AS TO WHETHER OR NOT THE CLAIMANT KNEW OR SHOULD HAVE BEEN AWARE OF RECEIVING AN ERRONEOUS PAYMENT.</b> <i>(Furnish facts and circumstances to support answer, state whether claimant received documents, and provide copies, if available. Use a separate sheet of paper if additional space is required.)</i>					
<b>27. REMARKS</b> <i>(Attach a separate sheet of paper, if needed.)</i>					
<b>28. RECOMMENDATION:</b>		<input type="checkbox"/> <b>APPROVE</b>	<input type="checkbox"/> <b>PARTIAL \$</b>	<input type="checkbox"/> <b>DENY</b>	
<b>29. DESIGNATED FINANCIAL AGENT</b>					
<b>a. SIGNATURE</b>		<b>b. TITLE</b>		<b>c. DATE SIGNED</b>	
<b>30a. COMPLETE UNIT MAILING ADDRESS</b>			<b>b. POINT OF CONTACT NAME</b>		
			<b>c. TELEPHONE (DSN)</b>		<b>d. FAX NUMBER</b>
<b>e. ADSN/DSSN/UIC</b>			<b>f. E-MAIL ADDRESS</b>		